

Karl Dean  
MAYOR



## METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

DEPARTMENT OF FINANCE  
OFFICE OF FINANCIAL ACCOUNTABILITY  
700 2<sup>nd</sup> Avenue South, STE 201  
NASHVILLE, TENNESSEE 37210

February 28, 2014

Nancy Whittemore, Director  
General Services  
730 Second Avenue South, STE 201  
Nashville, TN 37210

Dear Ms. Whittemore,

The Office of Financial Accountability has completed a review of a selected number of the FY13 Budget Key Measures Results as reported to the Office of Management and Budget for the year ended June 30, 2013. The purpose of the review was to verify the accuracy of your department's reported results.

We randomly selected and tested program results that constitute a minimum of 10% of the department's total reported program budgets. We have completed our review of the supporting documentation and test of the computation of the reported results of the selected FY13 key measures. The results of the testing are attached for your review.

We appreciate the assistance provided by your agency during the course of the review. If you have any questions, please call me at 615-862-6712.

Sincerely,

*Kevin Brown*

Kevin Brown  
Finance Administrator

Encl

CC: Richard M. Riebeling, Director of Finance  
Talia Lomax-O'dneal, Deputy Director of Finance  
Velvet Hunter, General Services  
Fred Adom, Director, Office of Financial Accountability, Department of Finance  
Brad Thompson, Office of Financial Accountability, Department of Finance  
Essie Robertson, Office of Financial Accountability, Department of Finance  
Ken Hartlage, Office of Management and Budget, Department of Finance  
Rebekah Stephens, Office of Management and Budget, Department of Finance  
Jennifer Frederick, Office of Management and Budget, Department of Finance

## ATTACHMENT I

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Department:	General Services
Purpose:	To verify the accuracy of the department's performance measures as reported to the Office of Management and Budget.
Scope:	FY 2013
Methodology:	The Office of Financial Accountability randomly selected a sample that consisted of a minimum of 10% of the department's reported budgeted program dollars.
Total Reported Budget:	\$25,945,400
Program:	ADA Compliance Program
Total Tested Budget:	\$485,300
Percent Tested:	2%
Performance Measure:	Percentage of projects closed within the reporting period that are compliant with the ADA
<b>Reported Data:</b>	<b>92.4%</b>
<b>OFA Calculation:</b>	<b>92.4%</b>
Was selected reported performance measure verified?	Yes

## ATTACHMENT II

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Department: General Services

Purpose: To verify the accuracy of the department's performance measures as reported to the Office of Management and Budget.

Scope: FY 2013

Methodology: The Office of Financial Accountability randomly selected a sample that consisted of a minimum of 10% of the department's reported budgeted program dollars.

Total Reported Budget: \$25,945,400

Program: Design and Construction Program

Total Tested Budget: \$380,700

Percent Tested: 1%

Performance Measure: Percentage of design and construction projects incorporating green building practices for utilities.

**Reported Data: 100%**

**OFA Calculation: 100%**

Was selected reported performance measure verified? Yes

### ATTACHMENT III

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Department: General Services

Purpose: To verify the accuracy of the department's performance measures as reported to the Office of Management and Budget.

Scope: FY 2013

Methodology: The Office of Financial Accountability randomly selected a sample that consisted of a minimum of 10% of the department's reported budgeted program dollars.

Total Reported Budget: \$25,945,400

Program: Mail Service Program

Total Tested Budget: \$1,002,400

Percent Tested: 4%

Performance Measure: Percentage of mail delivered in one business day

**Reported Data: 90%**

**OFA Calculation: 90%**

Was selected reported performance measure verified? Yes

## ATTACHMENT IV

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Department: General Services

Purpose: To verify the accuracy of the department's performance measures as reported to the Office of Management and Budget.

Scope: FY 2013

Methodology: The Office of Financial Accountability randomly selected a sample that consisted of a minimum of 10% of the department's reported budgeted program dollars.

Total Reported Budget: \$25,945,400

Program: E-Bid Surplus Property Distribution Program

Total Tested Budget: \$876,500

Percent Tested: 3%

Performance Measure: Percentage change in sales

**Reported Data: 12.96%**

**OFA Calculation: 12.96%**

Was selected reported performance measure verified? Yes